



COUNTY OF LOS ANGELES PROBATION DEPARTMENT

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DONALD H. BLEVINS
Chief Probation Officer

REVISED

March 15, 2011

To: Mayor Michael D. Antonovich
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
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Supervisor Don Knabe

From: Donald H. Blevins
Chief Probation Officer

Subject: **STATUS REPORT ON PROBATION DEPARTMENT ITEM CONTROL PROJECT**

The Department has been working collaboratively with the Chief Executive Office (CEO) and the Department of Human Resources (DHR) to update the departmental Item Control to accurately reflect the Department's structure and employee assignments. We have been providing various status reports on the progress of our efforts. This status report provides you with information on the current status of the department's Item Control and will be the last status report provided until after the January 2012 implementation of the new Countywide Position Control module of the Advantage Human Resources Management (e-HR) application.

The Department now has an effective Item Control in place:

- The Department has the ability to generate reports that provide calculation of various statistics from a departmentwide and budget unit focus to reflect:
 - Ordinance and budgeted items
 - Encumbered and vacant budgeted items
 - Employees who are loaned to/borrowed from another budget unit
- The Item Control reflects all budgeted and ordinance items in the Fiscal Year 2010-11 Adopted Budget.
- For some employees that were previously not encumbering budgeted items, like vacant budgeted items were identified within the employees' budget units. When appropriate, Item Control movements were processed in order to reduce the number of employees not encumbering a budgeted item. As of February 28, 2011, there are 290 employees remaining who need placement against an appropriate budgeted item in the Item Control.

- Written protocols have been drafted in regard to the timely processing and handling of human resources transactions to ensure that the Item Control reflects current status of positions. These written protocols are in the last stages of finalization by Probation's Administrative Services Bureau (ASB) and are anticipated to be distributed to executive management for final review by mid-March.
- As of February 28, 2011, the updated Item Control Report accounts for the Department's ordinated positions, budgeted positions, actual employees and vacancies by budget unit:

	Total Ordinance Items	Total Budgeted Items	Total Actual Employees	Vacancies (Budgeted Items vs. Actual Employees)	Actual Employees Encumbering a Budgeted Item	Actual Employees Not Encumbering a Budgeted Item
As of 10/25/10	7,037	6,211	5,892	319	5,554	338
As of 2/28/11	7,037	6,211	5,818	393	5,528	290
Variance	0	0	(74)	74	(26)	(48)

Of the 290 employees that are not currently encumbering a specified budgeted position on the Item Control, approximately 80% are working in the institutions with the majority being primarily attributable to the hiring of the Detention Service Officers (DSO) in the juvenile halls to provide sufficient staffing to achieve compliance with the Department of Justice Juvenile Hall Settlement Agreement.

- Progress toward reducing the number of employees not encumbering a budgeted item has been made since the last status report. The total number of employees not encumbering a vacant budgeted item has been reduced from 338 as of October 2010 to the current 290 primarily attributable to the transfer and promotion of 37 DSOs in the halls to Deputy Probation Officer positions in the camps to realign staffing to actual needs in the departmental institutions.

Data has been gathered on vacancies and is analyzed on an on-going basis to identify corrective actions for placement of these employees against appropriate budgeted items.

- In the last status report, 169 employees were identified as potentially having a telecommuting component to their work schedule; since that time two additional employees were identified bringing the total number of employees to be reviewed to 171. In the completed review of the 171 employees:
 - 82 have been validated as actually having had a telecommuting component to their work schedule as of October 2010. The Department located telecommuting contracts for all but 6 of these 82 employees; for these 6 employees, 5 now have a telecommuting contract on file and 1 no longer telecommutes.
 - 89 employees were determined to not have a telecommuting component to their work schedule as they were originally erroneously identified.

Subsequent to the review, the total number of departmental employees with a telecommuting component to their work schedule has been reduced from 82 in October 2010 to 57 as of March 10, 2011 and all have telecommuting contract. The primary reason for this reduction in the number of employees who telecommute is due to the restructure of Adult Investigations, which resulted in changes of employee assignments that no longer qualified for telecommuting.

Of the current 57 employees who are approved for telecommuting, 52 are assigned to Adult Field Services Bureau, 4 to DOJ Project Management Bureau, and 1 to the Quality Assurance Services Bureau. The Department is in the process of updating its telecommuting contracts and implementing new internal processes and procedures to conform with County telework requirements. This will include continuing to work with CEO to ensure all current telecommuting and employee relations requirements are met.

Item Control Focus Through January 2012

Probation's ASB will continue to maintain the departmental Item Control to develop and implement plans to address the remaining identified issues. Due to compliance actions related to the Department of Justice Juvenile Hall Settlement Agreement, the complexity of issues that relate to Employee Relations and Civil Service requirements, and adjustments that will have budgetary and/or fiscal impact, some of the corrective measures related to the Item Control will take longer to address. These on-going efforts will continue to focus on eliminating current overhires, and aligning budgeted and actual employee assignments in line with departmental needs while meeting the County's rules and regulations governing Item Control management.

The new e-HR module application is set to be implemented in January 2012. The Department is working with the CEO/e-HR on the required actions to be taken by the Department prior to January 2012 to ensure readiness for the upcoming conversion. Therefore, no further enhancements or modifications to the departmental Item Control Report in the current CWPTAPPS system will be made; the Department will be focusing its staffs' efforts on meeting preparation requirements for the system conversion.

In addition, the previous enhancement to reflect work hardening assignments, leave status of employees, etc., has been removed from the Item Control Report. This information has been deleted from the current Item Control Report due to the balancing of workload requirements and available staffing in the departmental Return-to-Work Unit and the additional workload experienced due to updating this information on the Item Control. Upon implementation of the new e-HR system, the Department will reevaluate the feasibility of including this information in the new e-HR system to reflect on Item Control Reports after January 2012.

The Department will continue to maintain the departmental Item Control, to work with the CEO to resolve the remaining identified overhire issues, and work with the CEO Item Control Team to ensure requirements for Probation's conversion to the Item Control in e-HR are met for the January 2012 implementation date. The Department will provide a status report on the conversion of the Item Control to the e-HR system in February 2012, or sooner if significant issues arise with the departmental Item Control prior to that time.

Please contact me if you have any questions or your staff may contact Cal Remington, Chief Deputy at (562) 940-2851.

DHB:CCR:DJ:yb

c: Executive Office, Board of Supervisors
 Chief Executive Office
 County Counsel
 Auditor-Controller
 Department of Human Resources